

Cultural Division
TECO Chicago

Dear Director Hsu,

This letter is to confirm that the [SCHOOL DISTRICT] Board of Education has approved the hiring of Chinese teacher(s) for the 2010-2011 school year. Furthermore, [NAME], [TITLE], is authorized to make hiring decisions on my behalf through the Visiting Chinese Teacher from Taiwan Program, should a suitable candidate be identified therein.

Sincerely,

[SUPERINTENDENT]